



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Smoking Policy

Policy Volume	E: General Institutional Policies & Protocols
Policy Chapter	E.1 RU Smoking Policy
Responsible Committee/Unit/Division/Faculty	Health and Safety Committee
Responsible Chairperson/Director/Manager	Chairperson of Health and Safety Committee
Dates of First and Subsequent Council Approvals	30 November 2017
Revision History: Approved Reviews	
Review Cycle	Every 2 years
Next Review Date	2019

POLICY PARTICULARS

Policy Title	SMOKING POLICY
Policy Statement (State in a single paragraph the policy mandate and how this relates to the University Mission and Vision)	Rhodes University is committed to supporting the health and wellness of its employees, students, and others on campus. RU recognizes that illness and disease is associated with tobacco products, and that breathing in other people's tobacco smoke (second-hand smoke) is a public and workplace hazard. RU also recognizes that smoking poses a fire hazard.
Reason for Policy (What this Policy aims to achieve)	Rhodes University aims to comply with the regulations and conditions set out in the Tobacco Products Control Act of 1993, and contribute to eliminating illness and disease associated with tobacco products. It replaces the 1998 <i>Smoking Rule at Rhodes University</i> , which does not adequately address these aims.
People affected by this Policy (All units of the University)	All University employees, students, contractors and visitors, and all University structures and facilities.
Who should read this Policy (People who need to heed this Policy to fulfil the duties)	<ul style="list-style-type: none"> • Faculties and academic departments. • Support divisions/sections. • Student representative council
Website address/link for this Policy	www.ru.ac.za/institutionalplanningunit/policies

RELATED DOCUMENTS FORMS AND TOOLS

University Policies and Documents (such as rules/protocols/guidelines related to this Policy)
Rhodes University Vision and Mission Statement; Health and Safety Policy; Ill-Health and Incapacity Policy; Equity Policy; Policy on Eradicating Unfair Discrimination and Harassment; Student Disciplinary Code; Protocol for Staff Grievance; Staff Disciplinary Code; Protocol regarding the suspension of staff.
Other Documents (Legislation/Regulatory requirements/Organisational Reports)
The Occupational Health and Safety Act 85 of 1993, Compensation for Occupational Injuries and Diseases Act 130 of 1993, Basic Conditions of Employment Act 75 of 1997, Labour Relations Act 66 of 1995, National Environmental Management Act 107 of 1998, National Veldt and Forest Fire Act of 1998, Standards Act 8 of 2008, Employment Equity Act 55 of 1998, National Building Regulations and Building Standards Act 103 of 1977, and the Constitution of the Republic of South Africa (1996) – with special reference to section 24.
Forms and Tools (documents to be completed in support of this Policy implementation)
Policy template for the policy itself.
Documents pertaining to procedures for implementation, following approval of this Policy. Health and safety inspection checklists used by Health and Safety Representatives.

POLICY DEFINITIONS

(Technical or Conceptual terms used in the policy)

TERM & DEFINITION
Employee: Any person who would be considered to be an employee in terms of section 213 of the Labour Relations Act 66 of 1995. ¹
Hazard: A source of, or exposure to, danger.
Healthy: Free from illness or injury attributable to occupational causes.
Public place: Refers to any indoor, enclosed or partially enclosed area which is open to the public or any part of the public, and includes a workplace and a public conveyance.
Risk: The probability that injury or damage may occur.
Safe: Free from any hazard.
Smoking: Means to inhale, exhale, hold or otherwise have control over any smoke-producing device, and "smoked" and "smoking" have corresponding meanings.
Tobacco Product: Refers to any smoke-producing device – including tobacco products, electronic smoking devices, weeds or plants – intended for use by smoking, inhalation, chewing, sniffing or sucking.
Workplace: In the context of this Policy, this refers to: <ul style="list-style-type: none">• Any indoor, enclosed or partially enclosed area where a person performs work or study, or resides for the purpose of study.• Any corridor, lobby, stairwell, elevator, washroom, cafeteria, veranda, courtyard, sport stadium, sport ground, garden, yard, parking lot, and vehicle controlled by the University, or any other common area frequented by persons during the course of their work or study; but• It excludes any private dwelling, and any specifically designated external smoking area established by the employer and which complies with the prescribed requirements.

PRINCIPLES GOVERNING THIS POLICY

OVERVIEW
Rhodes University shall ensure the following:
1. SMOKING PROHIBITED: Smoking is prohibited in all parts of the workplace, except for areas which are specifically designated as smoking areas.
2. NON-SMOKERS' RIGHTS: No employee, student or other person should be required to work or study in any area where smoking is permitted. Due regard shall be given at all times to the health preferences and rights of non-smokers. Non-smokers may object to smoking without retaliation of any kind.
3. DESIGNATED SMOKING AREAS: Smoking is only permitted in external designated areas that neither impact in any way on other persons, nor pose any fire hazard.
4. WELLNESS PROMOTION: Health and wellness shall be given priority, and smoking discouraged, with the long-term aim of eliminating illness and disease associated with tobacco products.
5. MONITOR AND REVIEW: The effectiveness of this Policy shall be monitored in consultation with University stakeholders, to ensure continued improvement in terms of eliminating illness and disease associated with tobacco products.

¹ "employee" means—(a) any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and (b) any other person who in any manner assists in carrying on or conducting the business of an employer, and "employed" and "employment" have meanings corresponding to that of "employee";

PROCEDURES FOR IMPLEMENTING THIS POLICY

(Actions and processes by which the objectives of the policy will be achieved.)

<p>DIRECTIVE 1</p> <p>SMOKING PROHIBITED: Rhodes University shall prohibit smoking in all parts of the workplace, except for areas which are specifically designated as smoking areas and which do not have any impact on non-smokers.</p>
<p>DIRECTIVE 2</p> <p>NON-SMOKERS' RIGHTS: Rhodes University shall protect the rights of all employees, students and other persons to work or study in a smoke-free environment, encourage smokers to have due regard for the health preferences and rights of non-smokers at all times, and support non-smokers' right to object to smoking without retaliation of any kind.</p>
<p>DIRECTIVE 3</p> <p>DESIGNATED SMOKING AREAS: Rhodes University shall only permit smoking in:</p> <ul style="list-style-type: none"> • External designated areas that are at sufficient distance away, not less than 10 metres, and take prevailing wind direction into account, so that no smoke drifts into any part of the workplace or poses a fire hazard • Such designated smoking areas will be marked with a sign "Smoking Area", and provide a container with sand for the disposal of cigarette butts. Where possible and financially viable, roofing, paving and wind screens may be provided. • Indoor smoking areas will not be provided by the University due to cost considerations. • Additional external designated smoking areas may be demarcated based on reasonable demand and approved by the Deputy Director: Facilities Services.
<p>DIRECTIVE 4</p> <p>WELLNESS PROMOTION: Rhodes University shall promote health and wellness, and discourage smoking in the workplace, with the long-term aim of eliminating illness and disease associated with tobacco products.</p>
<p>DIRECTIVE 5</p> <p>MONITOR AND REVIEW: Rhodes University shall monitor the effectiveness of this Policy in consultation with University management and the Safety, Health and Environmental Officer, to ensure continued improvement in terms of eliminating illness and disease associated with tobacco products.</p>

RESPONSIBILITIES

Responsibility for compliance with this Policy rests with all individuals on campus. Specific roles and responsibilities pertaining to implementation of this Policy at Rhodes University are allocated as follows:

ROLE	RESPONSIBILITY
<p>ROLE 1</p> <p>HUMAN RESOURCES:</p>	<p><i>Director of Human Resources Division</i></p> <p>At Rhodes University, the Director of Human Resources, and/or his/her designee(s), is responsible for human resource management, and shall:</p> <ol style="list-style-type: none"> 1.1 Ensure that the principles of this Policy are included as standard instructions to all employees, and included in employee induction. 1.2 Ensure the division supports the rights of employees and other persons on campus to work in a smoke-free environment. 1.3 Liaise with line managers to ensure that employee productivity and expected work performance is not jeopardised by the concession to smoke during working hours. 1.4 Support wellness campaigns to promote non-smoking in the workplace. 1.5 Support line managers where required in conducting disciplinary procedures, in line with the Staff Disciplinary Code, with regard to employee non-performance or refusal to comply with this Policy.

<p>ROLE 2 INFRASTRUCTURE & OPERATIONS:</p>	<p><i>Deputy Director – Facilities Services</i></p> <p>At Rhodes University, the Deputy Director – Facilities Services, and/or his/her designee(s), is responsible for University facilities and shall:</p> <ol style="list-style-type: none"> 2.1 In consultation with the SHE Officer and stakeholders in the given areas, establish designated external smoking areas. 2.2 Mark all such designated smoking areas with signage, “Smoking Area”, and provide containers with sand for the disposal of cigarette butts. Where possible and if financially viable, provide roofing, paving and wind screens. 2.3 Receive motivations for additional external designated smoking areas, assess and approve in accordance with the requirements of this Policy. 2.4 Liaise with contractors and other appointed service providers on campus to ensure that they are aware of and comply with this Policy. 2.5 Direct the Campus Protection Unit to issue a warning to any person found in violation of the Policy
<p>ROLE 3 SAFETY, HEALTH AND ENVIRONMENTAL OFFICER:</p>	<p><i>RU SHE Officer (Safety, Health and Environment)</i></p> <p>At Rhodes University the SHE Officer is responsible for occupational health and safety matters, and shall:</p> <ol style="list-style-type: none"> 3.1 Consult with Facilities Services in establishing designated external smoking areas. 3.2 Ensure that monitoring of compliance with this Policy is included in health and safety inspections and reporting by designated Health and Safety Representatives, and report this information to the RU Health and Safety Committee. 3.3 Provide assistance and guidance to stakeholders with regard to this Policy. 3.4 Forward reports of non-compliance to the relevant line managers, and if not satisfactorily resolved, then advise that the matter be escalated to a higher level.
<p>ROLE 4 LINE MANAGEMENT:</p>	<p><i>RU Line Managers</i></p> <p>Every University line manager and supervisor who is responsible for University employees in a designated area shall:</p> <ol style="list-style-type: none"> 4.1 Ensure that no smoking takes place in their area of responsibility, in accordance with this Policy. 4.2 Ensure that employees and others are made aware of and comply with this Policy; 4.3 Ensure that those who wish to smoke only do so in designated smoking areas. 4.4 Ensure that due regard is shown for the health preferences and rights of non-smokers. 4.5 Determine guidelines by which employees in their area of responsibility are allowed to leave their workstations to smoke during office hours, ensuring that employee productivity and expected work performance is not jeopardised by the concession to smoke during working hours. 4.6 If necessary, limit the time taken off by employees to smoke to official tea times and lunch breaks. 4.7 Address any Policy non-compliance and/or work performance concerns informally at first with the employee in question. If these efforts are not successful in remedying the concerns, then escalate the matter to formal processes, where non-compliance constitutes misconduct and is addressed in line with the Staff Disciplinary Code.
<p>ROLE 5 FACULTY:</p>	<p><i>Academic departments and institutions:</i></p> <p>At Rhodes University, every head of department who is responsible for University students in a designated area shall:</p> <ol style="list-style-type: none"> 5.1 Ensure that no smoking takes place in their area of responsibility, in accordance with this Policy. 5.2 Ensure that employees, students and others are made aware of and comply with this Policy. 5.3 Ensure that those who wish to smoke only do so in designated smoking areas.

	<p>5.4 Ensure that due regard is shown for the health preferences and rights of non-smokers.</p> <p>5.5 Address any Policy non-compliance and/or work performance concerns informally at first with the person in question. If these efforts are not successful in remedying the concerns, then escalate the matter to formal processes, where non-compliance constitutes misconduct and is addressed in line with the Student Disciplinary Code or Staff Disciplinary Code.</p>
<p>ROLE 6 DIVISION OF STUDENT AFFAIRS:</p>	<p><i>Wardens:</i></p> <p>At Rhodes University, every Warden who is responsible for University students in a designated area shall:</p> <p>6.1 Ensure that no smoking takes place in their area of responsibility, in accordance with this Policy.</p> <p>6.2 Ensure that students, employees and others are made aware of and comply with this Policy.</p> <p>6.3 Ensure that those who wish to smoke only do so in designated smoking areas.</p> <p>6.4 Ensure that due regard is shown for the health preferences and rights of non-smokers.</p> <p>6.5 Address any Policy non-compliance and/or work performance concerns informally at first with the person in question. If these efforts are not successful in remedying the concerns, then escalate the matter to formal processes, where non-compliance constitutes misconduct and is addressed in line with the Student Disciplinary Code or Staff Disciplinary Code.</p>
<p>ROLE 7 STUDENT GOVERNANCE:</p>	<p><i>Students Representative Council:</i></p> <p>At Rhodes University, the SRC's responsibilities include disseminating information for the benefit of all students and protecting students against prejudice and discrimination, and shall:</p> <p>7.1 Ensure that students are made aware of and comply with this Policy.</p> <p>7.2 Ensure that those who wish to smoke only do so in designated smoking areas.</p> <p>7.3 Ensure that due regard is shown for the health preferences and rights of non-smokers.</p>
<p>ROLE 8 REGISTRARS DIVISION:</p>	<p><i>Registrar:</i></p> <p>At Rhodes University, the Registrar and/or his/her designee(s), is responsible for student admissions, and shall:</p> <p>8.1 Ensure that all students are made aware of and comply with this Policy.</p> <p>8.2 Address any Policy non-compliance concerns informally at first with the student in question, and if these efforts are not successful in remedying the concerns, then advance the matter to formal processes where non-compliance constitutes misconduct and is addressed in line with the Student Disciplinary Code.</p>
<p>ROLE 9 SMOKERS:</p>	<p><i>Staff, students and others</i></p> <p>In terms of this Policy, all employees, students, and others who are smokers shall:</p> <p>9.1 Co-operate with the employer in terms of the requirements of this Policy.</p> <p>9.2 Only smoke in designated smoking areas.</p> <p>9.3 Show due regard for the health preferences and rights of non-smokers.</p> <p>9.4 Take reasonable care for health and wellness of themselves and of other persons who may be affected by their acts.</p> <p>9.5 Limit their smoking to approved break periods to ensure that their work performance is not adversely affected by smoke breaks during office hours.</p>
<p>ROLE 10 SMOKING POLICY OVERSIGHT:</p>	<p><i>RU Health and Safety Committee</i></p> <p>The RU Health and Safety Committee shall:</p> <p>10.1 Receive reports from the Safety, Health and Environmental Officer regarding</p>

	compliance with this Policy. 10.2 Escalate any unresolved compliance concerns to a higher level.
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CONTACTS

Role-players at Rhodes University who have been identified as key to facilitating implementation and/or compliance with the Smoking Policy:

Area of Concern	Contact Person	Telephone	Email
Health & Safety Committee Chair	Ms Susan Smailes, Director of Special Projects	046 603 8529	s.smailes@ru.ac.za
Human Resources Division	Ms Loshni Govender, Director of HR	046 603 8114	l.govender@ru.ac.za
Registrar's Division	Prof Adele Moodly, Registrar	046 603 8101	registrar@ru.ac.za
Division of Student Affairs	Mr Malinge Gqeba, Director of Student Affairs	046 603 8181	m.gqeba@ru.ac.za
Infrastructure & Operations Division	Mr Dawie van Dyk, Assistant Director, Facilities Services	046 603 7519	d.vandyk@ru.ac.za
Safety Health & Environmental Officer	Ms Nikki Kohly, SHE Officer	046 603 7205	safety@ru.ac.za

REVIEW PROCEDURE

Actions and processes by which the policy will be reviewed
The Health and Safety Committee will regularly review this Policy as may be required by legislation, organizational changes and other considerations, or at least every three years. The committee will use the university procedures, protocols and templates and the revision process will involve consultation with key stakeholders in order to receive input and recommendations, reach consensus on key concerns, and achieve a strong unity of purpose.
Communication of the review process
The Health and Safety Committee will engage stakeholders through Toplist@lists.ru.ac.za, safetyreps@lists.ru.ac.za, studentnews@lists.ru.ac.za, etc.